



State of Arizona
Department of Education

Jaime A. Molera
Superintendent of
Public Instruction

SPED 02-15

M E M O R A N D U M

February 25, 2002

TO: Directors of Special Education
Charter School Administrators
Secure Care Facilities
Private Residential Facilities
County Superintendents
Arizona State School for the Deaf and Blind

FROM: Miriam Podrazik
CSPD Coordinator

RE: Recruiting Special Education Personnel
CEC Annual Convention, April 3-6, 2002

The Department of Education, Exceptional Student Services, will have an information booth at the 2002 Council for Exceptional Children (CEC) Annual Convention to be held April 3-6 in New York City, New York. This is the largest convention for special education and related issues. Attendance is estimated to be over 7,000 teachers, administrators, college faculty, and related service professionals.

We need your input to determine specific personnel needs. Please take a few minutes to fill out the attached survey and return it to us no later than **March 15, 2002**. We will make this information available at our booth. The purpose of the booth will be to recruit needed personnel for Arizona as well as to serve as a conduit to disseminate information about specific school districts and charter schools.

We will be unable to take any materials from individual school districts or charter schools. However, if you would like to send brochures or other information about your school for us to distribute, we will inform you at a later time of that address. Please make sure you indicate on the attached survey if you will be sending information to be displayed at the conference.

If you are planning to attend CEC in New York City, New York and could help us at the booth, please call 520-628-6330.

Thanks for all your help. Wish us a successful trip.

MP/srm
attachment

PERSONNEL NEEDS QUESTIONNAIRE

We will make the following information available to participants at the CEC convention in New York City, New York.

School Name: _____

Address: _____

1. Who should they contact for an application? _____

At the address above? _____

Phone number to call for more information: _____

2. What are some of the advantages of being employed by your district or charter school?

3. Indicate the approximate **number** of FTE positions that will be available for the 2002-2003 school year in the following areas:

SPECIAL EDUCATION TEACHERS

_____	Cross-Categorical	_____	Learning Disability
_____	Emotional Disturbance	_____	Mental Retardation
_____	Orthopedically Impaired	_____	Hearing Impaired
_____	Visually Impaired	_____	Autism
_____	Traumatic Brain Injury	_____	Other Health Impaired
_____	Preschool		

SERVICE PROVIDERS

_____	Speech/Language Pathologists	_____	Psychologists
_____	Occupational Therapists	_____	Physical Therapists
_____	Special Education Administrators		

OTHER PERSONNEL NEEDS: _____

☐ I will be sending other brochures or information to be distributed at the booth.

☐ I will not be sending any other information.

Signature: _____

Please return this survey **no later than March 15, 2002** to:
Cyndi Bolewski, Education Program Specialist
Arizona Department of Education, Exceptional Student Services
400 West Congress, #241
Tucson, AZ 85701